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## **RECORD/INFORMATION DISSEMINATION SECTION**

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DAVID M. HARDY				
Section Chief				
ICRC Site 2				
MICHAEL G. SEIDEL				
Assistant Section Chief				
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FRONT OFFICE STAFF (COST CODE 1730)				

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LITIGATION SUPPORT UNIT (COST CODE 1	739)	
Responsible for assisting the Office of the General Counsel attorneys in all Freedom of Information Prepares detailed declarations justifying all of the FBI responses to various FOIPA requests in	ation Privacy Acts (FOIPA) litigations.	
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WORK PROCESS UNIT (COST CODE 1740	<del></del>	
Requests and reviews FBI materials to determine if the information is responsive to Freedom o requests. Upon determining the records are responsive, the units prepare the material for process.	· · · · · · · · · · · · · · · · · · ·	
FOIPA Document Processing System (FDPS) for electronic usage.		b6
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## **FOIPA UNITS**

Responsible for processing requests pursuant to the Freedom of Information Privacy Acts (FOIPA) received from a variety of sources to include private citizens, scholars, historians, news media, prisoners, and current employees, and to respond to Congressional and Presidential requests for FBI records. Once responsive records have been located, imported and assigned, the material is reviewed line-by-line and all nonexempt information is released. Information denied pursuant to one or more provisions of the FOIPA is identified, deleted and marked with the appropriate exemption(s).

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FOIPA UNIT 1 (COST CODE 1731)			
FOIPA UNIT 2 (COST CODE 1732)			
FOIPA UNIT 3 (COST CODE 1733)			

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FOIPA UNIT 4 (COST CODE 1741)				
FOIPA UNIT 5 (COST CODE 1706)				
FOIPA UNIT 6 (COST CODE 1737)				

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Responsible for complying with the classification reviews include Free Congressional and Presidential mandates, N	dom of Information Privacy Ac	of FBI records under Executests (FOIPA) requests, crimin	nal and civil discovery requests,
<u>C</u>	LASSIFICATION UNIT 2 (C	COST CODE 1736)	